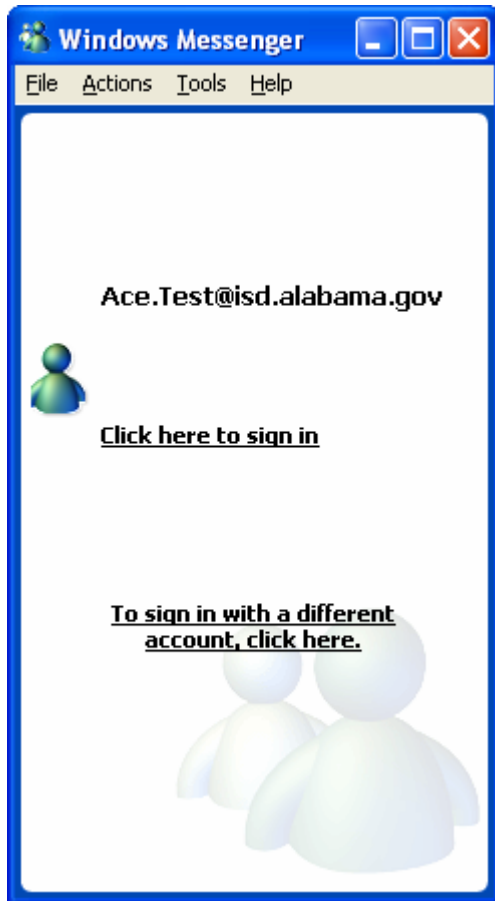


How to Configure Your State of Alabama Instant Messenger

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1. Visit www.webmail.alabama.gov, and select the FAQ & Help link: <http://www.webmail.alabama.gov/faq.aspx>. Scroll down to “Instant Messaging” at the bottom of the page.
2. Click the “Download Windows Messenger 5.0” Link and Open attachment.
3. Follow the default online installation instructions.
4. Complete Installation.
5. Open Windows Messenger (Start, Programs, Windows messenger (depending on Operating System)).



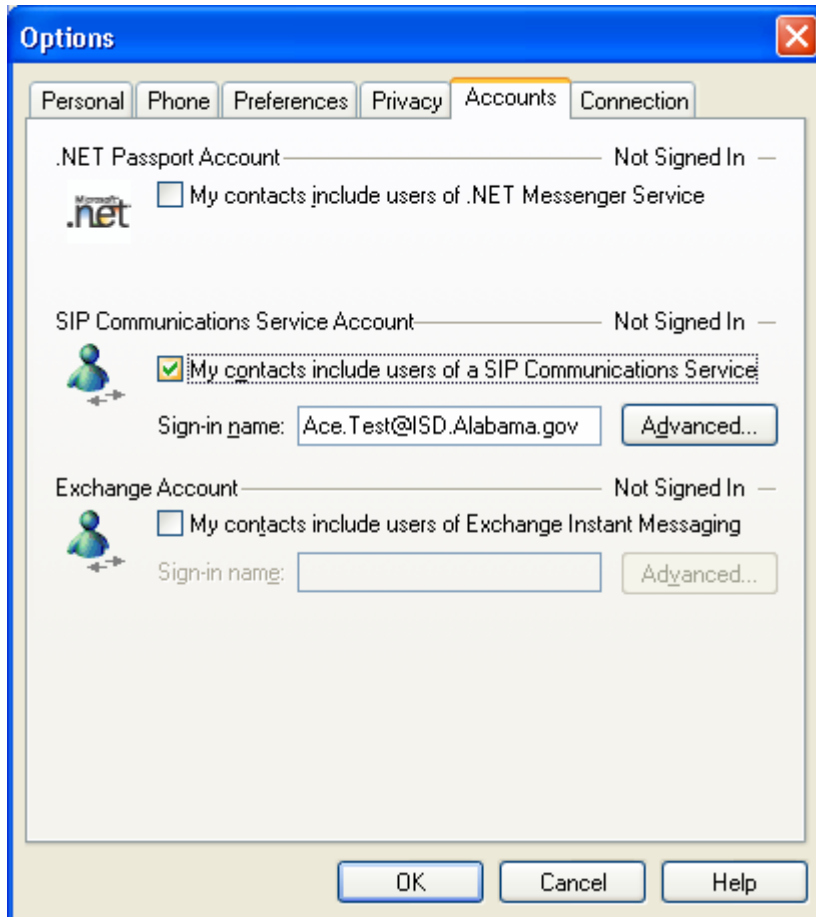
6. Select Tools, then Options. *NOTE* Do not select “Click Here to Sign in” yet.

The screenshot shows a Windows-style dialog box titled "Options" with a close button (X) in the top right corner. The dialog has several tabs: "Personal", "Phone", "Preferences", "Privacy", "Accounts", and "Connection". The "Personal" tab is currently selected. Inside the "Personal" tab, there are three main sections:

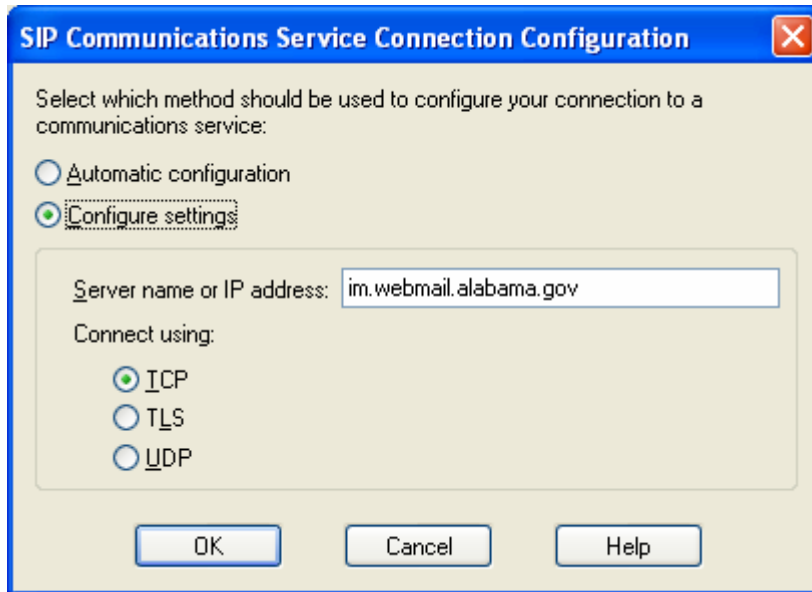
- My .NET Messenger Service Display Name:** This section includes a small icon of a person with a blue 'i' and a text input field. The text above the field says "Type your name as you want other users to see it".
- My Message Text:** This section includes a small icon of a person with a speech bubble containing the letter 'A'. It has a label "Change my instant message font" and a "Change Font..." button. Below this is a checked checkbox labeled "Show graphics (emoticons) in instant messages" followed by three emoticon icons: a smiley face, a heart, and a flower.
- Quality:** This section contains a paragraph: "Join our Customer Experience Improvement Program and help improve the quality, reliability, and performance of Microsoft software and services." Below this is an unchecked checkbox labeled "Allow Microsoft to collect anonymous information about how I use its software and services." and a "More Information" button.

At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Help".

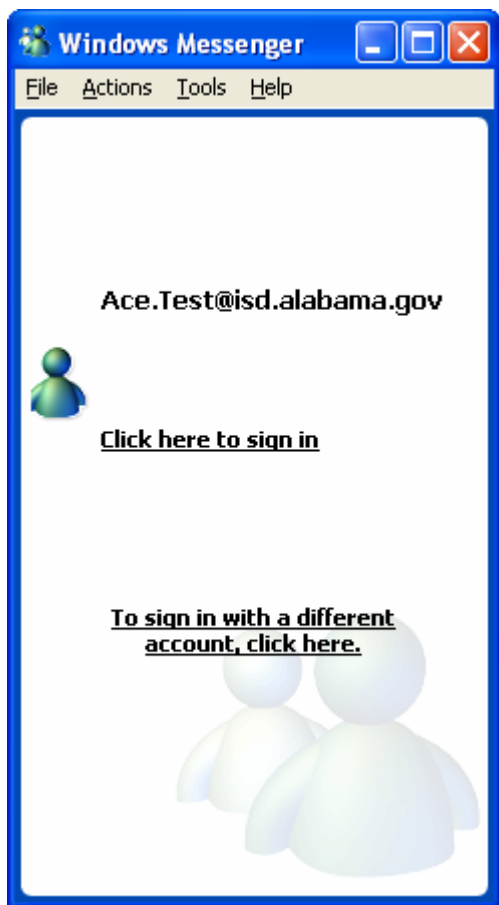
7. Select Accounts.



8. Check ONLY “My contacts include users of a SIP Communications Service.” For your sign-in name, use your ACE Email Address, *firstname.lastname@agency.Alabama.gov*.
9. Click the Advanced button. The server name is *im.webmail.Alabama.gov*. Once your screen looks like the following screen, click OK.



10. Click OK again. You should now be back at the sign in window.



11. Click “Click here to sign it.”

12. Enter your appropriate user information using the format shown below.

Sign-in name: ACE Email Address (*Firstname.Lastname@agency.alabama.gov*)

User name: *AL\Username*

Password: Same password you use for your Outlook and Webmail account

NOTE In many cases, but not always, your user name is everything before the “@” in your email address. Other agencies use their network logon ID as the user name. If you do not know your user name, enter your email address just as you entered it into the “Sign-in name” box.



A screenshot of a Windows-style dialog box titled "Sign In to a SIP Communications Service". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains the following elements:

- Instructional text: "Enter your sign-in name, user name, and password to sign in to SIP Communications Service."
- Sign-in name field: A text box containing "Ace.Test@isd.alabama.gov". Below it, an example is provided: "Example: someone@example.com".
- User name field: A text box containing "al\acetest". Below it, examples are provided: "Examples: domain\username" and "someone@example.com".
- Password field: A text box filled with ten black dots. Below it, there is a checkbox labeled "Save my password" which is currently unchecked.
- Buttons: Two buttons at the bottom, "OK" and "Cancel", both with a light blue gradient.

13. Click OK. Begin by building your Contact List and setting your preferences through Tools.